

G L O S S A R Y*

FOR

HUMAN SERVICES CAPACITY BUILDING

TASK FORCE

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GOVERNMENTS

* This is a draft glossary requested by and prepared for the ABAG Human Services Capacity Building Task Force and reflects the objectives of that Task Force. It is not intended to be a complete dictionary of all possible human services terms and acronyms.

GLOSSARY LIST

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AAA	League
ACIR	
AFDC	Model Cities
Allied Services Act	
Areawide Clearinghouse	NACO
	NARC
BACHPC	NLC
BASPC	Needs Assessment
Block Grant	New Federalism
CAA	OCJP
CAP	OEO
CAL CAP	OMB
CCCJ	OPR
CETA	
CHP	Policy Planning
COG	Program Planning
CAL COG	Public Health Service Act
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Capacity Building	Regional Plan
Categorical Programs	Regional Significance
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Comprehensive Planning	
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HCD	Threshold Criteria
HEW	Title XX
HFA	
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HUD	UMJO
HUD 701	USDA
Hill Burton	UWASIS
Housing Assistance Plan	UWBA
Human Services	UNITED WAY
I&R	WIN
IPA	WRPCPC

GLOSSARY FOR HUMAN SERVICES CAPACITY BUILDING TASK FORCE

A-95 - Refers to Office of Management and Budget (OMB) Circular A-95, which specifies a procedure for coordinating federal and federally assisted programs and projects. This coordination of programs, projects and plans occurs at the federal level, as well as state, regional and local levels. One vital part of this process is the project review function performed by state and regional clearinghouses.

ABAG has been designated by OMB as the areawide clearinghouse for the nine-county Bay Region and thereby receives notification from applicants for federal funds. ABAG's Executive Board takes policy level action on all of the proposals requiring clearinghouse review. Many, but not all human services programs require clearinghouse review.

AAA - Area Agency on Aging. County or multi-county agency, the prime function of which is to create community networks of services for elderly persons within its jurisdictions. Each AAA develops an Area Plan in consonance with the plan of the State Office on Aging and the Federal Older Americans Act. There are six AAAs in the nine-county Bay Area: the combined counties of Sonoma, Napa, Marin and Solano share one AAA; the counties of Alameda, Contra Costa, San Mateo, San Francisco and Santa Clara have separate AAAs.

ACIR - Advisory Commission on Intergovernmental Relations. Federal commission established by Congress in 1959 for the purpose of bringing about cooperation and coordination of activities between the levels of government.

AFDC - Aid to Families with Dependent Children. A program of benefit payments to low-income families with minor children. AFDC is financed through federal and state funds, and in California, the program is administered by the counties.

Allied Services Act - Proposed legislation, not yet enacted by Congress, designed to improve services delivery and to plan and to reorganize human services using an integrated approach. The bill would assist states in the development of state and substate plans for coordinated, comprehensive human service delivery.

Areawide Clearinghouse - See A-95.

BACHPC - Bay Area Comprehensive Health Planning Council. The comprehensive health planning agency for the nine-county Bay Area. (See CHP). The functions of all CHPs have been absorbed by Health Systems Agencies (HSAs). Rather than one Health Planning Agency for the Bay Region (the function served by BACHPC), there will now be four (see HSA).

BASPC - Bay Area Social Planning Council. A private, non-profit agency devoted to planning, research and consultation in the social services field.

Block Grant - Successor to categorical grants for specific activities. Block grants are part of a funding strategy in which many decisions on allocation and management of federal monies are left to local discretion within a broad subject area, as opposed to the federal government stipulating design or dollar amount for specific program activities. Block grants and formula allocations are an integral part of the "New Federalism." (Examples of Block Grants are HCDA, Title I called "Community Development Block Grants" and CETA).

CAA - Community Action Agency. The agency, either public or private non-profit which plans for and implements the local Community Action Program (see CAP).

CAP - Community Action Program. Perhaps the major anti-poverty program of the 1960's. CAP was established under the Economic Opportunity Act of 1964 and administered by OEO (the Office of Economic Opportunity) and later by CSA (the Community Services Administration). The goal of CAP was initially the elimination of poverty through community conceived and based activities such as community organization, services integration and specific new programs geared to meet neighborhood needs. Consumer participation was stressed.

CAL CAP - As association of the executive directors and board chairmen of California Community Action Agencies.

CCCJ - California Council on Criminal Justice. State criminal justice planning agency that serves as the policy board for the

Office of Criminal Justice Planning (OCJP) and is the supervisory board responsible for approving the comprehensive state plan. CCCJ is the agency designated to implement the federal Omnibus Crime Control Act of 1968 in California (also called the "Safe Streets Act").

CETA - The Comprehensive Employment and Training Act of 1973, which establishes a broad-based block grant program of manpower and manpower-related activities including recruiting, training, and other manpower services. Chief executives of "prime sponsor" designees must appoint and staff a planning council with advisory and evaluative responsibilities that is responsible for developing a comprehensive manpower plan. There are twelve prime sponsors in the Bay Area--all nine counties with the exception of Napa, which is with the balance of the state, and the cities of Oakland, Berkeley, Sunnyvale and Richmond. What is notable is the shift of emphasis away from federally controlled manpower programs to programs developed and planned at the local level using federal funds distributed to state and local governments.

CHP - Comprehensive Health Planning Agency. A federally mandated areawide health agency established in 1966 under Public Law 89-749. County CHPs are known as "b" agencies, while state CHPs are "a" agencies. This refers to their designation under Section 314 of the Public Health Service Act (see Public Health Service Act). All of the functions of CHPs are now replaced by HSAs (see HSA).

COG - Council of Governments. COGs are multifunctional voluntary regional associations of elected local officials or of local governments represented by their elected officials. They are substate regional planning agencies established by states and are responsible for areawide review of projects applying for federal funds (A-95 Project Notification and Review) and for development of regional plans and other areawide special purpose arrangements. The governing body of a COG is composed predominantly of the chief elected officials of the member political jurisdictions and at least part of its funds come from public sources. ABAG is the COG for the Bay Area.

CAL COG - An informal association of Human Services Planners from the major metropolitan California COGs, including those in Los Angeles, San Diego, Sacramento, the San Francisco Bay Area, San Joaquin and Fresno.

CSA - Community Services Administration. A federal agency formed by the "Head Start, Economic Opportunity and Community Partnership Act of 1974" which replaces OEO (The Office of Economic Opportunity). The purpose of CSA is to develop methods and administer programs toward the elimination of the causes and symptoms of poverty. CSA administers the Community Action Program (see CAP).

CSAC - County Supervisors Association of California. Along with ABAG and the League of California Cities, an HEW Capacity Building Partnership grantee.

Capacity Building - A federally conceived term which refers to a project, process or effort designed to strengthen the capability (capacity) of state and local general purpose government to plan, implement, manage or evaluate policies, strategies, or programs related to improving physical, economic or social conditions.

Categorical Programs - Federal programs that allocate funds for specific problems or problem areas. Planning and program design are usually done at the federal level with strict guidelines as to how localities are to implement these programs. Under the "New Federalism," the shift has been away from the categorical programs of the 1960's and toward block grants.

Community Development - A combination of physical and social programs designed to benefit the community and enable cities and counties to deliver obligated services.

Comprehensive Planning - A systematic and on-going planning process designed to identify all the needs (physical, economical, social, environmental) of entire urban areas and to provide effective solutions to those needs using all available resources coordinatively. (Definition from "Handbook for Planning and Managing Community Development," League of California Cities.)

DOI - Federal Department of the Interior.

DOL - Federal Department of Labor. The Employment and Training Administration, which is part of DOL (and was formerly the Manpower Administration) administers and funds CETA, Employment Services (EDD), UI, WIN, and Job Corps.

DOT - Federal Department of Transportation.

EDD - Employment Development Department. State agency that provides free placement services for employers and workers. Develops labor market information and supervises the taking and payment of U.I. (unemployment insurance) claims.

EMS - Emergency Medical Services. Those services (rescue, ambulance, hospital emergency department, communications and public education) that are required as a result of an unforeseen illness or injury. EMS is a program administered through HEW by authority of the "Cranston Act" (PL 93-154) which provides assistance and encouragement for the development of comprehensive areawide emergency medical systems.

ABAG has been awarded an HEW grant to coordinate the development of county EMS systems in the Bay Area. Seven counties receive funds through ABAG to develop a management structure. ABAG staff coordinates those activities which are common to all counties; e.g., evaluation mechanism, public education/information, medical facilities, training needs.

EPA - Federal Environmental Protection Agency.

FRC - Federal Regional Council. A committee of the heads of the regional offices of certain specified federal domestic departments and agencies (DOL, HEW, HUD, DOT, CSA, EPA, LEAA, USDA, DOI). The purpose of the FRC is to coordinate the related activities of the various federal members without involving their Washington headquarters whenever possible, and to facilitate relationships with state and local governments.

WFRC - Western Federal Regional Council. FRC serving Federal Region IX consisting of California, New Mexico, Arizona, Nevada, Hawaii, Samoa, Guam and the Trust Territories.

General Plan - A policy document that sets out future goals for a city, county, and/or region. The state requires that cities and counties do general plans. The following elements are mandated: land use; circulation; housing; conservation; open space; seismic safety; noise; scenic highways; safety; and consistency of the zoning ordinance with the general plan.

General Revenue Sharing - Formula distribution of money from one level of government to another (federal to locals) without matching requirements and without special conditions or planning requirements.

H&CD - State Department of Housing and Community Development.

HCDA 74 - Housing and Community Development Act of 1974. Federal legislation providing block grants to local governments to develop a coordinated approach toward planning for and solving problems of housing and community development. Supersedes such programs as Model Cities. Title I provides for Community Development Block Grants. Title II includes Section 8 housing assistance payments.

HEW - Federal Department of Health, Education and Welfare (funds ABAG's Capacity Building Project, Emergency Medical Services Program, and the Joint Health Planning Project).

HFA - (California HFA) State Housing Finance Agency.

HSA - Health Systems Agency. Agencies formed under the National Health Planning and Resources Development Act of 1974 (PL 93-641). HSAs have regulatory powers to determine the level of health care facilities and services in their area. They control health resource development and are responsible for health planning. HSAs have not yet been chosen, but there are four designated HSA areas in the San Francisco Bay Region: Santa Clara; Alameda and Contra Costa; San Francisco, San Mateo and Marin; Napa, Sonoma and Solano. (Replaces Hill-Burton, Regional Medical Programs (RMP) and Comprehensive Health Planning (CHP)).

HUD - Federal Department of Housing and Urban Development. Administers HCDA and HUD "701" grants and other national housing, urban development, and community development programs.

HUD 701 - The Comprehensive Planning Assistance Program. A source of federal support to state and local governments for developing policy management capacity, including planning and decision making. It refers to Section 701 of the Housing Act of 1954 and subsequent amendments.

Hill Burton - Hospital Survey and Construction Act of 1946. Federal legislation which provided funds for health facility construction and modernization (now replaced by National Health Planning and Resources Development Act of 1974 - HSAs).

Housing Assistance Plan - A component of a Community Development Block Grant application, comprised of sections on (1) survey of housing conditions; (2) housing needs; (3) housing goals; and (4) locations of new and rehabilitated housing in housing goals.

Human Services - Any service or activity designed to promote the social welfare of the individual or community. These may be differentiated from physical services such as sewage treatment or road repair, but their relationship must always be borne in mind. For example, senior citizens needing health care (social service) and living in a rural area may be unable to utilize such services because the area lacks adequate transportation (physical service). Generally, social or human services include: housing, employment, income, health, mental health, education, leisure, and recreation. Often human services are described in terms of client groups: youth services, services to the handicapped, to the aging, to minorities, etc. Also, services that apply to many subject areas and client groups may be included: legal services, transportation, emergency services, supportive services and information and referral services. (Definition from "Assessing Human Needs," League of California Cities.)

I&R - Information and referral. A service or system which refers persons to existing human services, usually on the basis of their needs.

IPA - Intergovernmental Personnel Act administered by the U.S. Civil Service Commission. IPA grants provide for a broad range of personnel administration improvement activities including management, capacity development, technical assistance, and training. IPA also authorizes intergovernmental mobility assignments (i.e., a federal worker is assigned for a given period of time to local government with a sharing of the salary by both agencies).

Job Corps - Residential job training program for disadvantaged youth ages 16-21. Formerly administered by OEO, now administered by DOL.

LEAA - Federal Law Enforcement Assistance Administration. Agency created by the Omnibus Crime Control and Safe Streets Act of 1968 within the Department of Justice. Its principal focus is the administration of block grants to the states for improving the criminal justice system.

League - The League of California Cities. Along with ABAG and CSAC, the League is a HEW Capacity Building Partnership grantee.

Model Cities - A HUD program authorized by the "Demonstration Cities and Metropolitan Development Act of 1966," now subsumed under the hold harmless clause of H&CD. The program provided financial and technical assistance to enable certain demonstration cities (model cities) to develop a comprehensive planning approach to improve the quality of their physical, social and economic environment.

NACO - National Association of Counties.

NARC - National Association of Regional Councils. The national organization of COGs.

NLC - National League of Cities.

Needs Assessment - The initial step in human services planning (sometimes called needs and resource assessment). Basically this is a process designed to determine, within a given jurisdiction, who has what problems requiring which social services and what the capabilities of the public and private agencies are in terms of providing those services. There are three basic stages in the needs assessment process: (1) problem identification; (2) resource identification (see Services Inventory); and (3) problem analysis (a comparison between the problems or needs identified and the services available to meet the needs. Step 3 is also called gap analysis.)

New Federalism - A political strategy of the early 1970s that called for the decentralization of decision making from the federal to the local levels. This strategy is based on the assumption that local elected officials are best suited to plan for, manage, and make decisions concerning problems in their own communities.

OCJP - State Office of Criminal Justice Planning. Coordinating body of the regional criminal justice planning boards (RCJPB) and staff arm of the California Council on Criminal Justice (CCCJ).

OEO - Federal Office of Economic Opportunity (no longer in existence, see CSA).

OMB - Federal Office of Management and Budget (formerly the Bureau of the Budget). The federal agency located in the Executive Office of the President, which is responsible for the planning and implementation of the administration's policy, mainly through budget control and review.

OPR - California State Office of Planning and Research.

Policy Planning - In local government, a process whereby the chief administrator, the city council, and department heads determine a long-range strategy for community change in terms of needs, objectives, priorities, and overall resource allocation. (Definition from "Handbook for Planning and Managing Community Development," League of California Cities.)

Program Planning - A process of developing operational solutions for various program areas in response to particular policy decisions. (Ibid).

Public Health Service Act - The federal law authorizing a large number of health programs, including those added by Congress in 1966 through Public Law 89-749; Public Law 89-749 added section 314 to the PHS Act: section (a) established the State CHP programs; section (b) established the areawide CHP agencies; section (c) training programs for health planners; section (d) authorized block grants to states to be spent on public health; and section (e) provided funds for neighborhood health centers and other health services projects.

RCJPB - Regional Criminal Justice Planning Boards. Arms of the State Office of Criminal Justice Planning whose functions are to prepare an annual regional criminal justice plan. There are 21 RCJPBs in California, six of which are in the nine-county Bay Area. The counties of Santa Clara, San Francisco, San Mateo, Alameda, and Contra Costa form separate RCJPB areas; the counties of Marin, Napa, Sonoma and Solano form a combined RCJPB area.

RMP - Regional Medical Program. A program established by Congress to provide technical assistance and program development activities to a defined geographic area, to bring the latest advances in the organization and delivery of medical services to bear on local health problems. All of the functions of Regional Medical Programs are now replaced by HSAs (see HSA).

Regional Plan - A set of goals, policies and objectives defining the desired future of an areawide or substate district.

Regional Significance - An issue, action or program in the public or private sectors which will demonstratively affect other than the immediate jurisdictions.

Review Criteria - Goals or objectives against which plans or projects are judged. Qualitative or quantitative indicators measuring suitability of plan or project impacts or relationships in terms of defined regional planning objectives.

SEOO - State Economic Opportunity Office.

SITO - Service Integrated Targets of Opportunity and Partnership grants. A HEW pilot program to explore innovations in the delivery and administration of services to make them more responsive to local needs. A precursor to capacity building.

SMSA - Standard Metropolitan Statistical Area. A federally designated area with a dominant central city or cities having a (combined) population of at least 50,000 with a surrounding urbanized community that is economically and socially integrated to the central city. Much data is collected at the SMSA level. There are four SMSAs in the Bay Area: San Jose, San Francisco-Oakland, Santa Rosa, and Napa-Vallejo.

Section 8 - A program of "housing assistance payments" under HCDA (a type of rent supplement) for households whose incomes do not exceed 80% of the SMSA median.

Services Integration - A concept and a process which calls for the development of comprehensive and coordinated efforts in both the planning and delivery of human services. It is a response to the supposed lack of coordination, duplication and fragmentation of the categorical program of the 1960's (see Categorical Programs).

Services Inventory - A compilation of available (human) services within a given jurisdiction. A services inventory is an integral part of the needs assessment process (service identification) and can usually be used for information and referral (I&R) as well as for planning purposes.

Short-Doyle - "Short-Doyle Act for Community Mental Health Services," 1958. State legislation which authorizes local government to establish mental health units and provides for the state to grant matching funds to develop mental health programs.

Social Action Plan - The League of California Cities' "Action Plan for Social Responsibility of Cities," October, 1973, which calls for cities, as well as counties and COGs to develop a social planning and policy management capability.

Social Indicators (or Socio-Economic Indicators) - Statistical measures (usually indirect) of social phenomena. Indicators are a means of quantifying statements of need and are an important part of the needs assessment process. For instance, one of the indicators of need for a child-care program might be the number of children in single parent households--a statistic available from Census publications.

Social Plan Element - Human services element of the general plan. This is the element that would establish goals, objectives, standards and priorities to meet a jurisdiction's social needs. A needs assessment is often the first step to the development of a social element, especially in cities. A social element is not yet state mandated for cities and counties.

Special Revenue Sharing - Formula distribution of money from the federal government to state and local government without matching funds required. Differs from general revenue sharing in that expenditures are limited to specified priority areas, such as community development, manpower, etc. Also planning requirements and other conditions may be attached to special revenue sharing and not to general revenue sharing.

State Clearinghouse - State agency designated by the governor to carry out state responsibilities under OMB Circular A-95. State Clearinghouses do not have authority over areawide clearinghouses such as ABAG, although in the Bay Area, active coordinating activities are maintained.

Substate Districts - Geographic areas into which a state may be subdivided for such purposes as facilitating state administration and achieving areawide program, planning and policy development. Such districts are usually multi-county. The nine-county Bay Region is considered a substate district for many purposes, such as transportation planning, land use planning, water quality planning, etc.

TA - Technical assistance. A term used to refer the activities and services provided by an outside party, often a skilled technician, to assist the recipient to do his/her job more effectively.

Threshold Criteria - Qualitative and quantitative expression of factors to define regionally significant phenomena, then applied in A-95 to identify and decide whether or not to review certain plans or projects (under A-95).

Title XX - The new amendment to the Social Security Act (Title XX, PL 93-647, January 4, 1975) dealing with social services. It repeals the social services provisions of the Social Security Act and replaces them with direct grants to states for providing similar services. The new law is designed to give states more flexibility and discretion in service provision by removing specific federal requirements on services and consumer eligibility standards. However, no new money has been added by the federal government. Each county submits to the state an annual comprehensive services program plan specifying social services to be offered within a preallocated sum of available funds. The state is required to submit a plan (based on county plans) to the federal government. A question is where can COGs, cities, and private agencies fit into the Title XX planning process. (Examples of services included under Title XX are Information and Referral, Protective Services for Children and Adults, Family Planning, Child Care, etc.)



UI - Unemployment Insurance (see EDD).

UMJO - Umbrella Multi-Jurisdictional Organization. An organization covering more than one jurisdiction which has areawide comprehensive planning responsibility and policy control over one or more functional planning and policy development programs.

USDA - United States Department of Agriculture.

UWASIS - United Way of America Services Identification System. A classification system for social needs and services developed by the United Way of America. It is one of many human service classification systems being developed across the nation.

UWBA - United Way of the Bay Area. The United Way Agency covering the following five of the nine Bay Area Counties: Alameda, Marin, Contra Costa, San Mateo and San Francisco. The counties of Santa Clara and Sonoma each have separate United Way Agencies while the counties of Napa and Solano have one combined United Way.

United Way - A voluntary organization of consumers, donors and participating agencies in the private sector which funds and supports human care services that are believed to be responsive to community needs.

WIN - Work Incentive Program. A program jointly administered by DOL and HEW to provide job training, basic education and job development for AFDC recipients (see AFDC).

WRCPC - Western Regional Citizen Participation Council. A first year capacity building grantee, concerned with developing citizen participation within the capacity building process.